

**EXECUTIVE SECRETARIAT****Routing Slip**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
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5	DD/A	X			
6	DD/O	X			
7	DD/S&T	X			
8	Chm/NIC				
9	GC				
10	IG				
11	Compt				
12	D/EEO				
13	D/Pers				
14	D/OPP				
15	C/EAS/OPP				
16	C/IAS/OPP				
17	AO/DCI				
18	DDI	X			
19	EXDIR		X		
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**SUSPENSE** \_\_\_\_\_  
Date \_\_\_\_\_

Remarks:

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D/ Executive Secretary

21 Jan 82

3637 (10-81)

Date

20 January 1982

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MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology

FROM: John N. McMahon  
Executive Director

SUBJECT: Coordination of Television Techniques and Facilities

1. I understand staff-level discussions have taken place on establishing an advisory panel for coordinating the acquisition and use of television facilities and for developing policy options for using television within the Agency. Rather than create another panel that could require staff support, I prefer to look to each of you to ensure that the appropriate coordination is taking place and any promising policy initiatives are forwarded for consideration.

2. The DDA should continue its efforts to develop a plan for coordinated equipment procurement and maintenance and should develop and maintain an Agency-wide inventory of equipment.

  
John N. McMahon

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cc: DDCI

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15 JAN 1982

NOTE FOR: Executive Director  
FROM : Chief, Planning Staff  
SUBJECT : Television Advisory Panel

Attached, for your signature, is a charter for a CIA Television Advisory Panel. This Panel is a follow-on to the previous (1975-1980) Presentational Means Steering Group which went out of existence when its chairman and members were transferred to other duties.

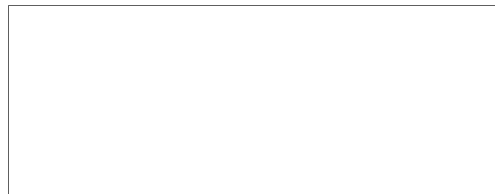
This Panel is being established as a result of a short study of TV production usage in CIA which we did for Admiral Inman as a result of an employee suggestion to integrate the facilities for and management of TV production facilities in CIA. Principal actions from Admiral Inman's review of the study were:

- continue separate facilities
- form the advisory group
- conduct an Agency-wide inventory of TV equipment

We have already initiated the inventory through the DDA. We have also co-ordinated this draft charter with all the Directorates, O/Comptroller, and O/Personnel. ✓

Upon issuance of the charter we will hold the first meeting of the group to:

- select a permanent Chairman
- get agreement on some definitions needed for the inventory of Agency TV production equipment



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